



# Hendry County Sheriff's Office Central Records

## Chapter 100 Records



**Eff. Date:**  
06/10/2019

**Review Date:**  
06/10/2022

**Revised Date:**

**Policy # CR 102.02**

**Subject: Criminal Records Check**

I. **PURPOSE:** To establish guidelines governing requests for inspection, copying and release of public records in the custody of the Hendry County Sheriff's Office.

II. **SCOPE:** This order shall apply to all records section members.

III. **POLICY:** It is the policy of the Hendry County Sheriff's Office that all public records in the custody of the agency shall be open for inspection by any person. This policy is limited only to the extent that records or parts of records in the custody of the agency are made confidential and/or exempt from disclosure pursuant to Chapter 119, Florida Statutes (Public Records Act) or other provisions of law.

#### IV. PROCEDURE:

##### A. Local Arrest Records Check Procedure

The agency's records section receives local arrest record requests in person, via telephone, fax, email, and mail.

Process for a Records Check:

1. I.D. or any photo identification must be provided at the time of service.
2. RMS shall be checked for all requests.
3. An Official Local Record Inquiry shall be released with all records checks.

Arrests prior to 2014 may have met their retention period according to the charge related. This includes records in RMS.

##### B. Statewide and National Record Checks:

Requests for Florida criminal history information shall be submitted to: Florida Department of Law Enforcement, User Service Bureau, Post Office Box 1489, Tallahassee, Florida 32302, [www.fdle.state.fl.us](http://www.fdle.state.fl.us), or by calling (850) 410-8109. This information is made available under Chapter 119 F.S. and is considered public record.

##### C. Sexual Offender Registry:

A searchable FDLE sexual offender registry is available on the Internet at [www.fdle.state.fl.us](http://www.fdle.state.fl.us). The public may also call their toll free number 1-888-357-7332.

D. Armed Services

The armed services require only booking information. The armed services are not considered a criminal justice agency, however, if the individual has signed a release then his/her juvenile information may be given to military requestors.

E. Law Enforcement Agencies

Law enforcement agencies require both booking information and incident reports for their checks.

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V. GLOSSARY:

**FDLE:** Florida Department of Law Enforcement

**RMS:** Records Management System

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**Your electronic signature in Power DMS acknowledges you have read this policy and understand it**

*Hendry County Sheriff's Office*  
*Steve Whidden, Sheriff*



**OFFICIAL LOCAL RECORD INQUIRY**

**DATE CONDUCTED:**

**NAME:**

**RACE: SEX:**

**D.O.B.:**

**DL/Other #:**

☐ **No Criminal Records Found.**

☐ See attached trespass warning and/or traffic citation \_\_\_ pgs.

☐ Criminal Records were found see attached (warrants) (arrest) (booking) reports \_\_\_ Pgs, or contact arresting agency\_\_\_\_\_.

☐ **HCSO Records reflect that this individual is registered in Hendry County as a Sexual Offender/Predator.**

**Note:** All arrest reports prior to January 2010 have met the retention period Per F.S.S. 119, and have been destroyed. Any questions and concerns please contact me at 863-674-5600.

**Warning/Disclaimer:** Local information from the Hendry County Sheriff's Office Records Management System is from 1999 to date and may not disclose the entire criminal history of the individual. The Hendry County Sheriff's Office does not guarantee the accuracy of this local report and/or if this is in fact the same person whose record was requested.

For a State-wide criminal background report, you may contact the Florida Department of Law Enforcement at the Correspondence / Rapid Check Unit @ (850) 410-8109, or visit FDLE's website at <http://www.fdle.state.fl.us>

Thank You,

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